

CHECKLIST FOR PROCESSING NEW APPLICATIONS

SERIAL NUMBER 08698676

INSTRUCTIONS:

1. If corrections are required, write notes to examiner or supervisor on the reverse side.
2. Make a checkmark beside each item IF verified.

REVIEW OF THE NEW CASE

1. FACE OF FILE

- Printed and stamped serial numbers match the bar code label.
- Filing Date present
- Class/subclass present
- Applicant's name present
- Total number of drawings present
- Total number of claims present
- Total number of independent claims present
- Filing fee received
- Mailing Address present
- Title of invention present

2. CENTER OF FILE -- PAPERS ARRANGED BOTTOM TO TOP (A - H BELOW)

A. DRAWINGS

- None (Go to B)
- Serial number present and correct on each drawing sheet.
- Number of sheets entered on line 1 of Contents

B. SMALL ENTITY STATEMENT

- None and not recorded on face of file (Go to C)
- Small Entity Statement present.
- Small Entity Recorded on Face of File

C. DECLARATION OR OATH

- Title matches Face of File and Specification
- Declaration Statement Present ("I hereby declare all....")
- "Original and first inventor or inventors..." phrase present.
- "Reviewed and understand the contents of the application, including claims...." phrase present.
- "Acknowledge duty to disclose information in accordance with 1.56(a)...." phrase present.
- Residence, citizenship, post office address of all applicants present.
- Signed by all applicants
- Executed no more than 3 months before filing date.

D. CLAIMS (AS FILED)

- PTO 875 present
- PTO 1360 present
- Independent claims circled on Index of Claims
- Line drawn beneath last claim number on Index of Claims

E. SPECIFICATION

- Serial number present/correct
- Specification in permanent ink
- Brief description of each drawing figure present..
- No missing/duplicate pages
- No holes punched in text

F. ABSTRACT

- No abstract present (Go to G)
- Serial Number present and correct
- Abstract on separate page
- Contains no more than 25 lines
- Contains no more than one paragraph

G. PTO-1556

- PTO-1556 Present

H. PREAMENDMENTS

- None present (Go to I)
- Preamendment entered in Contents of filewrapper
- Amendment instruction to cancel claim(s)
- Claim(s) canceled in Index of Claims
- Amendment instruction to add claims
- New Independent claims circled on Index of Claims
- Line drawn beneath last new claim number on Index of Claims
- PTO 1360 completed.
- PTO 875 completed.

I. PTO-948

- PTO-948 present.

3. RIGHT SIDE OF FILE

- PALM File Data Sheet present
- Transmittal letters present
- PTO-875 present
- Miscellaneous papers present.
- Petition to Make Special Present
- Drawing prints present

4. FEES

- 1. Correct filing fee paid
- 2. Excess claims fees paid
 - a. Excess total claims - more than 20
 - b. Excess Independent claims - more than 3
 - c. First Multiple Dependent Claim Fee paid.

5. FINAL STEPS

- 1. Miscellaneous papers entered in Contents
- 2. Docketed to examiner.

6. NOTES TO SUPERVISOR

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

7. NOTES TO EXAMINER

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

8. SIGNATURE OF PREPARER:

Annie Seigert
DATE 7-11-96